## Accepting your Work-study award:

Step 1: Go to my.nmsu.edu and log in.

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NM New Mexico Stat	e University	Welcome Today is Thursday, July 07, 2011	
Welcome Help			
Login         yser Name         Password         Log In         Forgot Password?         New User?         Create an account	New Email system June 13t • If you use Outlook, Thunderbird, Eudora, M required to change your email settings. Vis change your email settings. • If you auto-forward your username@nmsu. should continue to be auto-forwarded as it • If you use Webmail, we expect no changes • If you use Webmail, we expect no changes • If you use Exchange, where your email add changes. You can continue to use Exchange. If you experience any problems, please contact via email at help@nmsu.edu. <b>Useful Links</b> • Banner (INB) and ERP systems • Coanos 8 Reporting Portal • Student Registration/Financial Aid	h lac Mail, or a similar email program, you will be sit <u>http://cloud.nmsu.edu</u> for information on how to .edu email to another account, your account is. Nothing will change for you. .s. ick the blue email link after you log in. dress is usemame@ad.nmsu.edu, we expect no e email as you have been. t the ICT Help Desk by phone at (575) 646-1840 or	
NMSU Home   Academ P.O. Box 30001, Las Cruces, New	nics   Student Services   Administrative Services   Campus Com New Mexico State University / Mexico, 88003-8001, Operator: 575-646-0111 (off-campus) or 0 know. ©2011 NMSU Board of Regents - Legal Informatio	imunity   Feedback   Help & FAQ ) (on-campus) Home Page questions? Let us in	

Step 2: After logging in, click on the "Student" tab located at the top.



Step 3: Click on "Financial Aid" under your Quick Links.



Step 4: Another screen will open displaying financial aid information. From here, click on "Award".

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New Mexico State University           Personal Information Student Financial Aid Employee		_
Search Go	RETURN TO MENU SITE MAP	HELP EXIT
Financial Aid		
Financial Ald Status         Yew overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.         Eligibility         Review Financial Ald Holds (which may prevent payment of awards) and document requirements; Display academic progress history.         Award         View account summary; Review awards; Accept award offers; Display award payment schedule; View Ioan applications; Review withdrawal informate-Mall NMSU Financial Ald Office         General Financial Ald Application and Information Links         Direct Deposit Enrollment         Financial Ald Application and Information Links         Direct Deposit Enrollment         Financial Ald Application and Information Links         Direct Deposit Enrollment         Renace Provide the schedule; Bernellment         ReteASE: 8.10	ation. powered by <b>SUNGARD'</b> SCT HI	GHER EDUCATION

Step 5: From this screen, click on "Award for Aid Year".

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NM New Mexico State University		
STATE		
Personal Information Student Financial Aid Employee		
Search Go	RETURN TO MENU SITE	MAP HELP EXIT
Award		
Award for Aid Year		
Award Payment Schedule RELEASE: 8.10	powered by	
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Step 6: Select the corresponding aid year from the drop down list. Click "Submit" once selected.

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<u>File Edit View History Bookmarks Tools Help</u>		
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NM New Mexico State University		
Personal Information Student Financial Aid Employee		
Search Go	RETURN TO MENU SITE MAP	HELP EXIT
Aid Year		
Q Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).		
Select Aid Year Not Applicable/No Value Found Submit Financial Aid Year 2011-2012 Financial Aid Year 2010-2011	nounced by	
Financial Aid Year 2008-2009 Financial Aid Year 2007-2008	SUNGARD SCT HI	SHER EDUCATION

Step 7: A new screen should appear that provides an overview of your financial aid for the aid year that you selected. Click on the tab labeled *"Accept Award Offer"* to accept and/or decline your financial aid award.

New Mexico S	tate Univers	sity			_				_							
Personal Information Student Fina Search Go	ncial Aid Employee											RETURN TO	MENU	SITE MAP	HELP EXI	Т
Award Package for Fi	nancial Aid Ye	ear 2011	-2012													
General Information Award Overvie	w Terms and Condition	ns Accept Aw	vard Offer Spe	ecial Messages	5											•
Print		_														1
Q Options for Accept Award Offers 1. Accept the full award an 2. Choose Decline or Accep 3. Accept a partial amount	include: iount by selecting Acce t for each fund. by selecting Accept an	pt Full Amount	of All Awards. amount in the A	Accept Partial	Amount field.											
Award Decision	Chabus	2011 5-82	010 Carina	Total & or	ant turned too	ant Dantial A										
LOTTERY - CONT	Automatic Accept	\$2,276.40	\$2,276.40	10tal Acc 4,552.80	cept Award Aco	ept Partial A	Amount Lend	der								
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LOAN:FEDERAL DIRECT SUBSIDIZE	D Declined on Web	\$.00	\$.00	\$.00												
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Total	Accepted by Studen	\$6,126.40	\$2,000.00 \$	2,252.80												
Comments																
2000 character maximum																
			A 													
Submit Information																

Step 8: After accepting your Work-study award, go to the "Award Overview' tab, print this screen out for your records.

## This is your work-study award letter.

NM New Mexico State University			
		-	
Personal Information Student Financial Aid Employee			
Search Go			RETURN TO MENU SITE MAP HELP EXIT
Award Package for Financial Aid Year 2011-2012			
General Information Anard Overview Terms and Conditions Accept Award Offer Special Messages			
Finit. Need Calculation		Cost of Attendance	
Component Cost of Attendance Estimated Family Contribution Initial Need Outside Resource Need	Amount \$18,891.00 \$1,741.00 \$17,950.00 \$.00 \$17,050.00	Component Tuition and Fees Room and Staard Books and Supplies Personal Expenses Transportation Expenses	Amount \$5,828.00 \$8,038.00 \$1,038.00 \$2,253.00 \$1,724.00
Expected Enrollment		Total:	\$18,891.00
Status Full-Time		Cumulative Loan Information as of 13-APR-2011	
		Loan Type Subsidized	Amount \$1,200.00
Financial Aid Award         Status         2011 Fail 2012 Spring         Total           LOTTEXY - CONT         Automatic Accept         \$2,756.40         \$3,275.40         \$4,552.80           FED FELL GRAITI LC         Automatic Accept         \$1,850.00         \$1,850.00         \$3,700.00           LONETEXY - CONT         Automatic Accept         \$1,850.00         \$1,850.00         \$1,000.00         \$2,000.00         \$2,000.00         \$2,000.00         \$2,000.00         \$4,000.00         \$2,000.00         \$4,000.00         \$2,000.00         \$4,000.00         \$2,000.00         \$4,000.00         \$2,000.00         \$4,000.00         \$2,000.00         \$4,000.00         \$2,000.00         \$4,000.00         \$2,000.00         \$4,000.00         \$5,126.40         \$5,125.40         \$5,125.40         \$5,125.40         \$5,125.40         \$5,125.40         \$5,125.40         \$2,000.00         \$4,000.00			
Select Another Aid Year			
	¥ Work-	study award.	